

RESOLUTION OF STAFF COMPLAINTS/GRIEVANCES

The Board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

The Board intends to expedite the process for all concerned parties. Staff are urged to use the administrative procedures whenever they feel that a NWESD 189 action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation, or a misapplication of existing NWESD 189 policies or administrative procedures. Alleged violation(s) of evaluation policy/procedures (Policy 5240 with Procedures and Forms) is grievable. The evaluative content is *not* grievable through this policy. Alleged violations involving Discrimination (Policy 5010) and alleged violations involving Sexual Harassment (Policy 5011) will follow their respective Procedures and referenced forms rather than Procedure 5274-P.

All documents, communications, and records dealing with the processing of a grievance will be maintained in a separate file and will not be kept in the personnel file of the aggrieved. The Superintendent will assure there is no retaliation against anyone who exercised his/her right to file a complaint under this policy.

First Reading:

Second Reading: 08/27/84 (as 4110, 4900)

Revised: 08/28/91 (as 4110)

Revised: 02/26/92 (as 4110, 4900)

Revised: 05/23/01 (recodified 5274)

Revised 10/24/12

Reference:

RCW 28A.310.180

RCW 28A.310.200

RCW 28A.310.220

RCW 28A.310.260